



**Request for City Council Committee Action
By the Department of Human Resources**

Date: August 19, 2002

To: Ways & Means Committee

Prepared or Submitted by: Amy Hirsch/Timothy Giles Phone: 673-3344

Approved by:

_____ Ann Eilbracht Director, Human Resources	_____ John Moir City Coordinator
---	--

Subject: Approval of salary ordinance for reclassified positions – Engineering Technician I, Engineering Technician II, Engineering Technician III

Presenters in Committee: Timothy Giles

Recommendations:

- 1) Reclassify all Engineering Aide I incumbents to Engineering Technician I pursuant to the provisions of the Collective Bargaining Agreement effective January 1, 2002.
- 2) Reclassify all Paving Test Aide I incumbents to Engineering Technician I (Engineering Lab) pursuant to the provisions of the Collective Bargaining Agreement effective January 1, 2002.
- 3) Reclassify all Engineering Aide II incumbents except Richard Cramlet to Engineering Technician II pursuant to the provisions of the Collective Bargaining Agreement effective January 1, 2002.
- 4) Reclassify Engineering Aide II incumbent Richard Cramlet to Engineering Technician III (Survey Crew) pursuant to the provisions of the Collective Bargaining Agreement effective January 1, 2002.
- 5) Reclassify all Paving Test Aide II incumbents to Engineering Technician II (Engineering Lab) pursuant to the provisions of the Collective Bargaining Agreement effective January 1, 2002.

- 6) Reclassify all Draftsman II incumbents to Engineering Technician III (Property Services) pursuant to the provisions of the Collective Bargaining Agreement effective January 1, 2002.
- 7) Reclassify all Engineering Graphics Analyst I incumbents to Engineering Technician III (Graphic Analyst) pursuant to the provisions of the Collective Bargaining Agreement effective January 1, 2002.
- 8) Approve the salary ordinance related to the changes listed above. The ordinance is attached for your convenience.

Financial Impact (Check those that apply)

- ☐ No financial impact (If checked, go directly to Background/Supporting Information)
- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☒ Other financial impact (Explain):
- ☐ Request provided to the Budget Office when provided to the Committee Coordinator

Background/Supporting Information

The Public Works Department requested a classification maintenance study that included the following positions: Engineering Aide I and II, Paving Test Aide I and II, Engineering Graphics Analyst I, and Draftsman II. The desired outcome of the study was to establish an Engineering Technician series that would consolidate these positions. The recommendation of the study is to consolidate the aforementioned titles into Engineering Technician I, II, and III. The Engineering Technicians will perform technical work and assist Civil Engineers. There were additional titles in this study, which are not subject to this salary ordinance. Rather, those positions will follow the Minneapolis City Supervisors Association salary schedule per the applicable collective bargaining agreement.

The Engineering Technician I classification will perform the existing work of the Paving Test Aide I and Engineering Aide I. Generally, these positions are the entry-level positions in this series. These duties include performing survey work using automated computer methods and paving materials testing.

The second classification in the new series, Engineering Technician II, will encompass the work currently performed by the Engineering Aide II and Paving Test Aide II. This includes technical engineering assistance of increasing complexity. These positions act with less supervision in performing inspections, dealing with the public and conducting tests.

The new classification Engineering Technician III will perform the work of the Draftsman II positions in the Property Services Division as well as the duties of the Engineering Graphics Analyst I classification and four Engineering Aide II positions. These duties include survey work for a variety of construction activities, provide draft specifications, and coordinate and remodel reconstruction projects. Additionally, the Engineering Technician III classification will provide GIS expertise on a City-wide basis and provide technical leadership for systems in the Engineering Services Division.

cc via e-mail.

Timothy Giles, Employee Services
Pam Nelms, Human Resources
Jill Kielblock, AFSCME Council 14, Local 9
Brian Lokkesmoe, Public Works
Trudy Moloney, Public Works
Julie Schiller, Central Payroll
Linda Webster, HRIS